

**MARSHALL MIDDLE SCHOOL STUDENT/PARENT HANDBOOK**  
**TABLE OF CONTENTS**

ACTIVITIES/ATHLETICS .....	1
ADVISORY GROUP .....	1
APPEARANCE .....	1
ASSIGNMENT NOTEBOOKS .....	1
ATTENDANCE/ILLNESS .....	1-2
BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS .....	3
BUILDING HOURS .....	3
CELLULAR PHONES.....	3
CONFERENCES.....	3
COUNSELORS.....	3
DANCES .....	3
DETENTIONS .....	3
DISORDERLY CONDUCT.....	3
ELECTRONIC/PHOTOGRAPHIC DEVICES.....	3
FAMILY ACCESS.....	4
FIELD TRIPS .....	4
FOOD AND BEVERAGES .....	4
GANG RELATED ACTIVITY .....	4
HOMEWORK/MAKE-UP WORK .....	4
LMC/LIBRARY .....	4
LOCKERS .....	4
LUNCH .....	4-5
MEDICATION - ILLNESS - INJURY .....	5
PASSES .....	5
PHYSICAL EDUCATION.....	5
PROGRESS REPORTS .....	5
REFERRAL TO POLICE OR JUVENILE AUTHORITIES .....	6
STUDENT COUNCIL .....	6
TECHNOLOGY .....	6
TELEPHONES.....	6
TEXTBOOKS.....	6
VISITORS .....	6
WEAPONS .....	6
YOUTH SUICIDE PREVENTION.....	6

*Dear Marshall Middle School Parents,*

*The “middle years” are filled with growth, excitement and challenges for both the adolescent and the parents of adolescent children. We believe positive student growth is fostered through an open, honest communication between the school and home. Through cooperation and communication we can join together and support each other as we try to meet the academic and social/emotional needs of all our students. At Marshall we mean it when we ask you to call us if you have a question or concern. If you are wondering about something at school, or are aware of something that you feel we should know, please don’t hesitate to call us. Our office phone number is 743-6200.*

*Marshall Administration and Staff*

## **DAILY SCHEDULE**

<b>Hour</b>	<b>6th grade</b>	<b>Hour</b>	<b>7th grade</b>	<b>Hour</b>	<b>8th grade</b>
<b>Adv/Flex 1</b>	<b>8:00-8:29</b>	<b>Adv/Flex 1</b>	<b>8:00-8:29</b>	<b>Adv/Flex 1</b>	<b>8:00-8:29</b>
<b>2</b>	<b>8:33-9:22</b>	<b>2</b>	<b>8:33-9:22</b>	<b>2</b>	<b>8:33-9:22</b>
<b>3</b>	<b>9:26-10:15</b>	<b>3</b>	<b>9:26-10:15</b>	<b>3</b>	<b>9:26-10:15</b>
<b>4</b>	<b>10:19-11:08</b>	<b>4</b>	<b>10:19-11:08</b>	<b>4</b>	<b>10:19-11:08</b>
<b>5</b>	<b>11:12-12:01</b>	<b>Lunch</b>	<b>11:12-11:43</b>	<b>5</b>	<b>11:12-12:01</b>
<b>6</b>	<b>12:05-12:54</b>	<b>5</b>	<b>11:47-12:36</b>	<b>lunch</b>	<b>12:05-12:36</b>
<b>lunch</b>	<b>12:58-1:29</b>	<b>6</b>	<b>12:40-1:29</b>	<b>6</b>	<b>12:40-1:29</b>
<b>7</b>	<b>1:33-2:22</b>	<b>7</b>	<b>1:33-2:22</b>	<b>7</b>	<b>1:33-2:22</b>
<b>8</b>	<b>2:26-3:15</b>	<b>8</b>	<b>2:26-3:15</b>	<b>8</b>	<b>2:26-3:15</b>

**Note:** *School begins at 8:23 every Tuesday. Students will go directly to second hour every Tuesday morning.*

# Universal Behavioral Matrix

## Settings

Expectations	All Areas	Cafeteria	Hallway	Office	Stairs	Locker	Bathroom	Outside Campus
<b>Be Respectful</b>	-Ask permission -Use materials as intended -Use kind words	-Eat <u>your</u> food only -Be polite and use good manners	-Give the right of way -Maintain personal space -Keep drinking fountains clean	-Ask permission to meet with office staff -Wait your turn -Speak politely	-Be patient	-Clean up after yourself -Keep locker areas clean	-Ask permission during class -Keep to yourself -Use facilities correctly -Give privacy to others	-Keep campus clean -Pick up your trash and belongings -Use polite language
<b>Be Responsible</b>	-Ignore rude behavior -Keep areas clean -Be prepared -Follow all staff directions -Report vandalism	-Keep your area clean	-Move to class on time -Ask permission and use hall pass -Keep to the right and you will never be wrong.	-Report unsafe behavior	-Up on the right, down on the right -Keep to the right and you will never be wrong.	-Keep all items in your locker -Organize and clean locker as needed	-Keep bathroom clean -Use hall pass to and from the restroom -Flush -Report vandalism	-Dress for the weather -Follow the supervisors directions -Arrange for after school transportation
<b>Be Safe</b>	-Walk in common school areas -Keep hands, feet, and objects to yourself	-Stay seated while eating at your table <u>especially</u> the last 5 minutes	-Walk at all times -Maintain inside voice	-Wait in supervised area	-Walk one step at a time	-Keep locker locked -Keep combination to yourself -Inform staff of broken locker	-Wash and dry hands -Report any mess or spills that need attention	-Leave and remain off campus by 3:45pm -Be mindful of all pick-up and drop-off areas -Report unsafe behavior

## **ACTIVITIES / ATHLETICS**

Marshall Middle School offers many after-school activities. Every student has the opportunity to participate in these programs. Activities include intramural sports (6,7,8), music, drama, newspaper, forensics, spelling bee, MVP (Marshall Volunteer Project), human relations, Magic Gathering card club, Fuel up to Play, and additional activities. We encourage all students to participate in activities that interest them.

Eighth graders may participate in interscholastic athletics involving other Janesville and Beloit Public Schools. All participants complying with the rules of the team will participate. Eighth grade students involved in interscholastic athletics are required to have parent-signed authorization and information cards on file with the school. This card requires verification of insurance coverage and highly recommends, but does not require, an annual dental and physical examination. Parents with important health considerations for their youngster should contact the school at 743-6230.

## **ADVISORY GROUP**

Each student is a member of an advisory group. During this period specific activities are conducted to develop students educationally, socially, and emotionally. The advisor is someone who listens to students and who assists students with any problems. Student successes will be recognized and celebrated through advisory groups.

## **APPEARANCE**

In addition to prohibited clothing listed in the Janesville School District Policies and Procedures booklet, the following clothing is prohibited at Marshall Middle School: spaghetti strap tops, tank tops, short skirts, short shorts, pajama pants, bandanas and wristbands. Midriffs should not be exposed. Outerwear intended to be worn outside should be kept in lockers during the day.

The school administration reserves the right to ask students to remedy the clothing or grooming that is considered distracting or inappropriate. If a change can be made, then the student will return to class. If not, the student will be placed in the in-school suspension room.

## **ASSIGNMENT NOTEBOOKS**

All students will be provided with an assignment notebook during the first week of classes. The notebook contains school rules, regulations, and other pertinent school and study information. Students and parents/guardians should read it carefully. Students are required to bring the assignment notebook to all classes and to use it to record daily assignments. The assignment notebook is also used as a hall pass. If needed, new assignment notebooks may be purchased from the Assistant Principal's office.

## **ATTENDANCE PROCEDURES**

1. A parent should call the Attendance Office (743-6230) between 7:30-9:00 AM each day a student is absent.
2. A parent **MUST** come into the Attendance Office to sign out students leaving school before 3:15 PM. Please call ahead or send a note with the student so we may have them ready to meet you. This is for student safety.
3. Students keeping a medical appointment, (doctor or dentist), must bring a signed slip from that office. The absence will be credited as a medical absence if within the ten-day limit.
4. A student who "skips" school is in violation of the Janesville city truancy ordinance. They are subject to a citation.

## **PLANNED ABSENCE**

1. A planned absence form may be obtained from the Attendance Office.
2. Parents must give written notification of a planned absence at least two (2) days prior to the absence.
3. Teachers may give the assignments to students prior to the planned absence. Students must complete assignments prior to the planned absence.

## TOO SICK FOR SCHOOL?

*One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. How do you make the right decision? The following guidelines are provided to assist you in making the decision as to when your child should stay home from school.*

<b>● Green Light, Send your child to school</b>	<b>● Red Light, Your child should stay home</b>
<b>Fever:</b> Your child is good to go to school if their temperature is below 100° F.	Your child should stay home if their temperature is above 100 ° F. A child with a temperature over 100° F should be kept home until fever-free for 12 hours.
<b>Vomiting:</b> Your child can come to school if they have not vomited in the last 12 hours and they have the energy or feel well enough to attend school.	Your child should stay home from school if they have vomited in the last 12 hours. Watch for signs of dehydration (thirst, dry skin, dark colored urine, dry mouth, fatigue, headaches). To ward off dehydration, offer small amounts of fluid frequently, increasing the amount as tolerated by your child. Contact your doctor if the vomiting continues for more than 24 hours.
<b>Red Eyes:</b> If the white part of your child's eyes is only slightly pink and there is no drainage, send your child to school.	If your child's eyes are stuck shut in the morning, they are bright red, or oozing a yellow or green discharge, you need to see a doctor for treatment. This may be an eye infection which is highly contagious. Your child can return to school once they have been on antibiotics for 24 hours or a doctor's note states they can return to school.
<b>Diarrhea:</b> Your child's stool is slightly loose, your child is not soiling their clothes, and they are acting their usual self, send them to school.	If your child is having watery stools they should stay home. They could have an infection that can be spread to other students and staff. Watch for signs of dehydration. If your child's diarrhea lasts for more than 24 hours, contact your doctor. Students who have not had any diarrheal stools in the last 12 hours and have the energy to be at school can come to school.
<b>Cough:</b> Student's with a periodic cough and no other symptoms of illness can attend school	If your child has a continuous cough or has additional symptoms of illness such as a fever, loss of energy, lack of an appetite, vomiting after coughing, etc, then your child should stay home and contact your child's doctor.

  

<b>Sore Throat:</b> A scratchy throat accompanied by a runny nose is often just irritation from the draining mucus in the back of the nose, send your child to school.	If the achy throat is accompanied by swollen glands, a fever, headache, less energy than usual, contact your doctor about a test for strep throat. Your child can return to school when they have been on an antibiotic for 24 hours or the symptoms improve and the student has their normal energy level.
<b>Stomachache:</b> If this is your child's only symptom and they are active, send your child to school.	If the stomachache is associated with vomiting, diarrhea, fever, or no interest in play, contact the doctor for a visit. Your child can return to school when they are back to their usual activity level and not experiencing stomachache symptoms.
<b>Skin Rash:</b> If your child has a skin rash with no other symptoms, send your child to school.	If your child has a rash with another symptom (fever, itching, vomiting, low energy, etc.) do not send him/her to school. They may have a contagious disease, contact your doctor. The school will need a statement from the doctor stating your child can return to school. Please notify the school if the doctor states your child has a contagious disease so we can monitor other students and staff at school

**Toothache:** Contact your dentist for further care. Send your child to school if they can tolerate the discomfort. If they are crying because of pain, have a fever, or can't eat do not send to school and contact your dentist.

**Earache:** Contact your doctor right away and have your child seen. Your child may have an ear infection that needs antibiotic treatment.

**Headache:** Treat the headache with non-aspirin medication and send to school if this is your child's only health complaint.

Sick students belong at home; well children belong in school. A student well enough to attend school should also be well enough to participate in outdoor activities such as recess (unless the student has a written excuse from the doctor). Any teacher, secretary, principal, or school nurse can send a student home if they believe the student is ill or has a communicable disease (i.e. pink eye, lice, impetigo, ring worm, etc.).

#### **BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS**

Bicycles may be brought to school at the student's own risk. Follow all traffic safety rules. Bicycles are to be parked in the bicycle racks on the east side of the building. Bicycles should be locked to the rack, one bike per lock. A limited supply of bike locks are available in the Assistant Principal office. Students should leave the area immediately after locking their bicycles. The school does not supervise the bicycle racks. Students should not ride their bicycles on the school lawn or on sidewalks in front of the school during arrival or dismissal times. Students are encouraged to wear safety helmets.

Skateboards can be used but must be carried once the student arrives on school grounds. Rollerblades must be removed once the student arrives at school. They are not to be worn inside. Rollerblades and skateboards should be stored in the student's locker. Failure to follow these rules may result in your bike, rollerblades or skateboard being confiscated and returned to your parent.

#### **BUILDING HOURS**

Building opens at 7:45 A.M. All students are expected to be out of the building by 3:30 P.M. unless they are participating in a supervised co-curricular activity. Students serving detention are expected to be out of the building by 3:45 P.M., unless otherwise designated.

#### **CELL PHONES**

Possession of cellular phones is permitted on school premises. Cellular phones must be powered off/turned off and kept in lockers and not used for any purpose, including text messaging, taking pictures, listening to music, etc. This policy will be in force during the normal school hours while students are in class or in the school buildings. See Board Policy 5237.

#### **CONFERENCES**

Parent-Teacher Conferences are held twice a year (See School District Calendar for dates). Other conferences may be scheduled by request of parents or teachers.

#### **COUNSELOR**

Your guidance counselor is located in the Student Services Office. Your counselor is here to serve many needs and concerns for all students. Students are encouraged to talk with their counselor regarding schedules, grades, personal problems, high school, etc. Marshall's guidance counselor strives to see that our students receive, and achieve, the best development possible at Marshall Middle School. Services offered by the counselor include:

Individual Parent Conferences	504 Plan Assistance	Career Interest
Inventories		
Student Personal/Social Concerns	Classroom Presentation (ex. Stress, Careers)	Support Group
	Achievement Test Coordination –6 <sup>th</sup> & 8 <sup>th</sup> Grades	

#### **DANCES**

All school-sponsored dances end at 9:00 pm. Any student who has been suspended out of school, who has been placed in in-school suspension, or who has received a disciplinary referral during the week the dance is being held, will NOT be allowed to attend the dance. Rec-Night dances, sponsored by Leisure Services, end at 9:30 pm.

#### **DETENTIONS**

Detention may be required of a student for one or more breaches of conduct. Student failure to serve detention on the assigned date(s) may result in an additional detention, a parent conference, or suspension. It is the responsibility of the student to contact his/her parent and make any necessary arrangements.

- A. **School Staff/Teacher's Detention** – A teacher may detain a pupil after school to correct a student's unacceptable behavior. A written detention slip will be issued to the student and a phone call will be placed home. Detentions have priority over all extracurricular activities.
- B. **Administration Detention** - Students may be detained by the administration for the following reasons:
  - 1)excessive tardiness to school or class
  - 2)deliberate disrespect and/or insubordination
  - 3)disciplinary problems in the school or classroom
- C. **In-School suspension** – The school reserves the right to place students in the in-school suspension program in lieu of out-of-school suspension. Assignment to the in-school-suspension program is made due to inappropriate conduct by students.
- D. **Lunch Detentions** – A lunch detention may be assigned to a student for being tardy to school (5 minutes or less) or class, or for misbehavior in the cafeteria. Lunch room supervisors may assign detention for disruptive behavior or failure to clean a lunch table.

#### **DISORDERLY CONDUCT**

Engaging in offensive, obscene, or abusive language or in a boisterous and noisy manner is prohibited at all times.

#### **ELECTRONIC/PHOTOGRAPHIC DEVICES**

The use of personal electronic devices (I-Pods, MP3 Players, beepers, wireless internet, lasers, walkmans, electronic games, TV, cameras, etc.) by students in school is prohibited between 7:45 A.M. and 3:30 P.M. Should a student use a sound producing device on the way to or from school, the device should be kept in the student's locker during the school day. Such items may be confiscated in class and parents will be asked to pick them up. Reference Policy Board 5237.

#### FAMILY ACCESS

Parents and guardians can check their student's grades, homework and attendance by using Family Access. Please call the Assistant Principal's office at 743-6204 if you need assistance with your login or password.

#### FIELD TRIPS

Participation in out-of-school activities or incentive programs will be determined by the Marshall staff and building administration. Criteria for participation include the student's ability to follow directions and to follow school rules. The student must also use appropriate conduct and display a positive behavior pattern. The teachers in charge of the designated field trip will notify parents of a student's ineligibility. If field trip money is collected in advance for seating at a performance, busing, etc., and a student does not participate, it may not be possible to refund the money for the trip.

#### FOOD AND BEVERAGES

Food and beverages brought into the building must be consumed in the school cafeteria. We will no longer permit students to bring energy drinks to school.

#### GANG RELATED ACTIVITY

Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing, also gang posturing which provokes an altercation or involvement in a gang fight or exchange of blows is prohibited.

#### HOMEWORK/MAKE-UP WORK

Parents may request make-up work through the Student Services Office, 743-6226 by 10:00 A.M. daily. Parents may pick up make-up work in the Guidance Office after 3:15 P.M. and by 4:00 P.M. Students may also want to check the Homework Hotline for daily assignments.

	<u>6<sup>TH</sup> Grade</u>	<u>7<sup>TH</sup> Grade</u>	<u>8<sup>TH</sup> Grade</u>
Red Team	743-6250	743-6280	743-6160
Blue Team	743-6240	743-6270	743-6170
Green Team		743-6290	

#### LMC/LIBRARY

The LMC is open from 7:45 – 8:00 a.m. and 3:15 – 3:30 p.m. for student use. Library cards are issued free of charge to all 6th graders. Students are expected to use the same card in grades 6, 7, and 8. There is a \$5.00 charge for replacement cards.

Please return your books by the due date or renew them in less than a week before the due date. There are no fines for overdue books; however, students with overdue books may not check out additional materials until the books are returned. There will be other school-related consequences if books are not returned.

Students are responsible for all materials checked out in their name. If materials are lost, students will be expected to pay for replacement costs. Parents will be notified by letter of the lost material and replacement costs.

The LMC is a place for quiet study or personal reading. It is not a place for social gathering. To use the LMC, you must come to it with one of your teachers, have a pass from a teacher, or an assignment notebook signed by a teacher.

On days when no classes are using the LMC you may sign up in the cafetorium to visit the LMC during your lunchtime, after you have eaten. During this time you may read or visit quietly. No running, roughhousing or horseplay is permitted!

The LMC staff has the right to assign you to a seat at any time or send you back to your class or advisory group. There should be no more than one or two people at a table unless you are with a class or the LMC is very crowded. You may not sit on the floor. You should have something to do and be working the whole period. If you need to talk to another student or do group work; ask for permission. Chairs should be pushed under the table at the end of the period. No drinks, gum or candy are allowed in the LMC. The LMC should be left clean. Failure to follow these rules can result in the loss of LMC privileges.

#### LOCKERS

All students have a built-in combination padlock for their hall lockers. Students may not use their own locks on the lockers. The school district assumes no responsibility for articles missing from lockers. Students should not bring items which pose a temptation. When either the safety or the welfare of the school or school personnel is in question, the school district reserves the right to have its officials inspect the contents of any locker at any time. This statement is "prior notice" of locker search procedure.

#### LUNCH

Marshall Middle School operates a closed campus. Students may not leave school during the lunch period unless a parent or guardian signs the student out at the attendance office. Students may bring their lunch to school or purchase a

lunch in the cafeteria. All students will be issued a five digit PIN with which to make purchases in the cafeteria. Each student has an individual lunch account into which money may be deposited for this purpose. This eliminates the need to purchase tickets or handle cash in the serving line. Free and reduced meal benefits apply for those who qualify.

To make deposits, cash or check should be placed in a sealed envelope with the student's full name and the amount written on the outside. These may be placed in the drop box in the kitchen area any morning before 9:00 A.M. Checks should be payable to

School District of Janesville – Marshall. **IMPORTANT**– please make these deposits in the morning and **NOT** during the lunch hour. Cash purchases are accepted. Students are expected to maintain possession of their PIN. Your PIN may not be shared .

You may check your child's balance and daily purchases on-line using Family Access. Account balances will carry over from year to year and transfer with the student when they transfer to another school in the district. Questions regarding student accounts may be directed to the Marshall kitchen manager.

Students will choose a table to sit at near the beginning of the school year. The student must remain at their chosen table unless they make other arrangements with the Assistant Principal.

#### MEDICATION - ILLNESS - INJURY

School personnel cannot give any type of medication, including aspirin, without a written note from parents/guardians.

Any prescription medication a child will be given while at school must have a written doctor's order and parental consent on file in the school attendance office. All medication must be stored in Attendance in its original prescription bottle. This includes aspirin. If the prescribed dosage is one-half of a tablet, the tablets must be split before the medication is brought to school. Parents/guardians who feel their child is responsible enough to self-administer medication, must have, in the Attendance Office, a written note giving permission. Students may carry only enough medication for one school day. Medications may be removed from Marshall Middle School by a parent or guardian only – students will not be allowed to take medications from the building.

Any student suffering an illness or injury while at school is to report the injury to the person in charge. If no teacher is present, the student should report to the Attendance Office immediately. Under no circumstances should a student fail to report an illness or injury. ALL INJURIES MUST BE REPORTED TO THE ATTENDANCE OFFICE. A parent contact must be made before the school will release a student to go home. A work and emergency phone number must be on file.

#### PASSES

There are three types of passes at Marshall:

1. Students who arrive late to school need a tardy pass. Students arriving between 8:00 - 8:05 A.M. should report directly to their first hour class. A student arriving after 8:05 A.M. should report to the Attendance Office to obtain a tardy pass. A student who does not have a note from parents/guardians explaining the tardiness is considered truant and will receive consequences, as will students who have a note from parents/guardians but who are tardy on a regular basis. Students are expected to be in their assigned seats by 8:00 A.M. Students who are tardy to class will receive consequences from their teacher.
2. A hall pass is needed for students who are in the halls during class periods. Only staff members may issue hall passes.
3. A yellow passport is needed when students must be excused during the school day. Students should report to the Attendance Office before 8:00 A.M. to obtain their passports. A note or phone call from a parent/guardian is required prior to issuing the passport. Students who return to school after a court, doctor, dentist, orthodontist, etc. appointment must report to the Attendance Office with a signed passport by that individual. As a result of the 1994 Truancy Law, students in the community during school hours without a passport will be subject to police pick-up. Students returning with an unsigned passport will receive a parent excused absence.

#### PHYSICAL EDUCATION

All students are required to participate in physical education classes unless they have a written excuse, signed and dated, from their physician. This excuse should state the length of time the child will be excused and the reason for the exclusion .

Physical Education will require a pair of athletic shorts of appropriate length, a T-shirt, with sleeves, long enough to cover the waistband of the shorts, and athletic tennis shoes, laced and tied. Unacceptable attire includes jeans, cut-off jeans, cargo pants, sleeveless tank tops, cut-off or crop tops, button down shirts, articles of clothing with inappropriate writing/logos, open-backed tennis shoes, and/or platform tennis shoes. Lockers will be provided for gym supplies and are under the direction of the physical education teachers. Gym lockers are to remain locked when in use.

#### PROGRESS REPORTS

The school has the responsibility of informing parents of the student's progress in school. This is accomplished in the following ways:

1. Report cards are given to students and parents four times per year (every nine (9) weeks.)
2. Parent Teacher Conferences are held at the end of the first quarter and during the third quarter when report cards are distributed directly to parents. Other conferences may be scheduled by request of parents or teachers. Parents requesting a conference may contact the individual teacher, advisor, or team leader.



3. Between grading periods, progress reports may be issued. These are used to alert parents of the progress of their children. These mid-term alerts are used to communicate to parents the progress of their children.
  4. Family Access may also be used to monitor grade reports and mid-term reports.
- If parents would like further information regarding their child's progress, they should contact the teacher of that subject.

#### REFERRAL TO POLICE OR JUVENILE AUTHORITIES

If a student's misbehavior is so extreme that a law violation is involved, police or juvenile authorities will be contacted by the principal or a designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter, therefore, the principal shall not interfere with the pupil's removal from the building. It is expected that a contact with the pupil shall be arranged in a manner to make it as unobtrusive as possible.

#### STUDENT COUNCIL

Our Student Council is available for students interested in a leadership position in the school. Each team and grade will have four or five representatives. Elections are held at the beginning of each semester. Student Council representatives should maintain a C or above grade point average, show good effort, have positive attitudes, display leadership skills, and good behavior in regard to school rules.

#### TECHNOLOGY

Internet access will be provided for students for the purpose of conducting research and communicating with others. Independent student access to the Internet will be provided to all students unless a parent or guardian signs and returns the School District of Janesville Objection to Using the Internet form. See Administrative Regulation 6724.2, Policy for Student Internet Safety, and Administrative Regulation 6724.1, Guidelines for the Use of Technology by Students and Staff.

#### TELEPHONE

The telephones in the office areas are for the use of office personnel for school business. We do not call students from class to answer the telephone unless it is an extreme emergency. Student calls to parents/guardians regarding illness or injury must be made through the Attendance Office. Students illegally using the telephone will be prosecuted by the Police Department.

#### TEXTBOOKS

Students will be charged for any lost, damaged, or misplaced books. Students should contact the Assistant Principal's secretary, for assistance.

#### VISITORS

Parents are always welcome at Marshall Middle School. All visitors should check in at the Main Office to obtain a visitor's badge. Student visitors are not permitted to visit the school unless they receive prior approval from the building principal or their designee. We do not promote student visitors as a normal part of the school routine. Visiting students are not able to participate effectively in our daily curriculum, so much of their time is spent visiting with their student host which distracts from learning. Exceptions are made on a case-by-case basis.

#### WEAPONS

Selling, distribution, possession or use of any firearms\*, weapons\*, firecrackers\*, smoke bombs or any form of fireworks in school or on school grounds at school sponsored activities (C-17, P-21) is prohibited.

\*"A dangerous weapon is defined as a gun, knife, razor, chemical irritant (i.e., pepper spray), Karate stick, metal knuckle, or any object which by the manner in which it is used or intended to be used, is capable of inflicting bodily harm." (Ref B.P.5236.)

#### YOUTH SUICIDE PREVENTION

Youth Suicide is a topic we hope we never have to deal with. Many parents don't know about youth suicide, or how to identify or intervene with a person who may be at-risk. The following information is being provided so parents can learn more about youth suicide and actions they can take.

Experts indicate the following list of behaviors are warning signs someone is thinking about suicide. The more signs you see, the greater the risk.

- A previous suicide attempt
- Current talk of suicide or making a plan
- Strong wish to die or preoccupation with death
- Giving away prized possessions
- Signs of depression, such as moodiness, hopelessness, withdrawal
- Increased alcohol and/or drug use
- Hinting at not being around in the future

If you see these warning signs, follow these steps:

1. Show you care. Communicate your concern in a non-judgmental way.

2. **Ask questions.** Have you ever thought about hurting yourself? Do you really want to die? Do you want your problems to go away?
3. **Get help.** Meet with your child's school counselor or call Rock County Crisis Intervention at 757-5025. If your gut reaction tells you your child might hurt themselves, take immediate action. Do not leave your child alone. Call Rock County Crisis Intervention or take your child to the emergency room.

If you would like more information on youth suicide or to talk with someone about this topic, call our school counselor or Rock County Community Support Programs at 757-5566.

## 2012-2013 CALENDAR School District of Janesville

Event	Day of Week	Date
Optional Teacher Work Day	Monday	August 27, 2012
Teacher Work Days	Tuesday-Thursday	August 28-30
Optional Teacher Work Day	Friday	August 31
Labor Day	Monday (NO SCHOOL)	September 3
First Day Kickoff	Tuesday	September 4
Middle and High School Only - End of First Quarter	Friday	November 9
Elementary Only - End of First Trimester	Tuesday	November 20
Optional Teacher Work Day	Wednesday (NO SCHOOL)	November 21
Thanksgiving Break	Thursday, Friday (NO SCHOOL)	November 22-23
Winter Break Begins	Monday (NO SCHOOL)	December 24
School Resumes	Wednesday	January 2, 2013
Middle and High School Only - End of Semester/Teacher Work Day	Friday (NO SCHOOL)	January 25
Elementary Only-End of Second Trimester	Thursday	February 28
Elementary Only - Teacher Work Day	Friday (NO SCHOOL)	March 1
Spring Break Begins	Monday (NO SCHOOL)	March 25
School Resumes	Monday	April 1
Middle and High School Only - End of Third Quarter	Friday	April 5
Snow Reserve Day	Friday (SEE BELOW)	May 24
Memorial Day	Monday (NO SCHOOL)	May 27
School Ends – Students	Thursday	June 6
Optional Teacher Work Day	Friday	June 7

Snow Reserve Day: May 24, 2013 will be a day off (NO SCHOOL) if zero or one (1) snow day is used. If two (2) or more snow days are used May 24, 2013 will be a day of school.

Optional Teacher Work Days: August 27, 2012 or November 21, 2012 or June 7, 2013  
(Teachers work two of the three optional work days)

### Middle School Conferences

### Conference Times

### Dates

School during regular hours	Wednesday, 4:00-7:00pm	Nov. 14
No School for Students	Thursday, 8:00am-7:00pm	Nov. 15

No School for Students	Friday	Nov. 16
School during regular hours	Wednesday, 4:00-7:00pm	Feb. 27
No School for Students	Thursday, 8:00am-7:00pm	Feb. 28
No School for Students	Friday	Mar. 1